



UNION SCHOOL DISTRICT

"Home of the Golden Knights and Damsels"

354 Baker Street
Suite 2

Mrs. Jean McCleary - Superintendent
Rimersburg, PA 16248-9211

Phone: 814-473-6311 x 5
Fax: 814-473-8201

MEMORANDUM

TO: All Professional Staff, Support Staff, Administration, Transportation Staff & Homeless/Foster Care Providers/Agencies

FROM: Mrs. Jean M. McCleary
Superintendent, Homeless Liaison/ Foster Care Point of Contact

DATE: October 9, 2018

SUBJECT: **Procedures for Identifying Homeless Students and Families**

Union School District is committed to ensuring educational continuity for all children who do not have fixed permanent homes. The educational barriers experienced by students in homeless situations often are more complex and challenging than those experienced by other students. In order to be able to identify students experiencing homelessness, it is important to understand the definition of homeless. The McKinney-Vento Act defines homeless children and youth as individuals who lack a fixed, regular, and adequate nighttime residence. The definition lists specific examples of living arrangements that would be considered homeless, but the list is not exhaustive. The school district will identify students experiencing homelessness by the following procedures.

1. The Board of Education will approve a district homeless liaison.
2. The homeless liaison will fulfill the responsibilities set forth in **Board Policy #251 Homeless Students**
3. Student residency questionnaire shall be included in all enrollment packets.
4. School Enrollment Officer and School Counselor shall complete Homeless Needs Assessment with homeless families/guardians or unaccompanied youth to assess needs including school selection, transportation, academic needs and other essential needs such as food, clothing and shelter.
5. School Counselor and District Homeless Liaison shall ensure academic needs of homeless students or unaccompanied youth are met, including expediting screenings/testing, arranging for tutoring, etc...
6. School Counselor and/or District Homeless Liaison shall refer to area agencies for needs based on student assessment form.
7. District Homeless Liaison shall provide guidance to the School Enrollment Officer regarding enrollment coding and shall notify the District Director of FS and/or Department of Food and Nutrition of homeless status and, if needed, shall submit a transportation request to the District Transportation Department Director.
8. The Homeless Liaison will consult with the Transportation Director and inform parent/guardians or unaccompanied youth of the decision by the transportation department. The District Transportation Director shall contact the Transportation Contractor for transportation services.
9. The homeless liaison will annually educate and inform district staff of the definition of students who are experiencing homelessness, through an annual district in-service presentation, emails, memos and/or other media sources.

10. The homeless liaison will annually educate and inform district staff of the responsibilities and referral process for identifying students who are experiencing homelessness through an annual district in-service presentation, emails, memos and/or other media sources.
11. The enrollment officer will collect and submit the necessary information necessary for the homeless liaison to enter the information into the ECYEH online system on a monthly basis. The information will be submitted to the liaison the last week of each month.
12. The homeless liaison or designee will post notices of the rights of McKinney-Vento eligibility in each school district building to build awareness for identification.
13. The homeless liaison and/or designee will share information about McKinney-Vento eligibility and services in the student handbook and district website.
14. The homeless liaison and/or designee and staff who work directly with students who are identifies homeless will participate in professional development opportunities annually.
15. The homeless liaison will be the point of contact between the Regional M-V Coordinator and State M-V Coordinator.

Contact Mrs. Jean McCleary, Homeless Liaison and Foster Care Point of Contact, with any questions or concerns you may have @ (814)-473-6311 x0, e-mail: mcclaryjm@unionsd.net